

Our Redeemer Presbyterian Church

OFFICE ADMINISTRATOR

POSITION SUMMARY:

This position enhances executive effectiveness by providing management support. Responsibilities include, but are not limited to: greeting congregants and guests, answering phones, sorting and distributing mail, filing, scheduling building use, providing assistance to the Senior Pastor, members of Session, and Ministry leaders, and performing related activities while reflecting the Christian values of service and hospitality.

ESSENTIAL DUTIES:

This description represents only the core areas of responsibilities; specific position assignments will vary depending on the current needs of the position and skills of the individual.

Performs reception duties which include: responding to incoming calls; taking and transmitting messages; greeting and directing congregants and visitors; providing a listening ear; typing information; and maintaining and protecting the church and its membership by keeping information confidential.

Perform Administrative Support: to Pastoral Staff, Elders, Deacons and other subgroups: scheduling meetings; creating agendas; taking notes; creating reports; ability to navigate government forms (for IRS, state, city applications, ECO National, etc.)

Sunday Worship Support: produce, format, proof, print and assemble the weekly bulletin; schedule non-pastoral individuals for nursery workers, service participants, and technical assistants; build audio-visual (AV) slide deck for Sunday morning.

Marketing: Social media posting; website updates; coordinating and creating ads within the local print media and for the in-house TV monitor.

Financial: Secure deposits; keeping detailed records on individual giving; completing reimbursement requests and reconciling invoices; mailing year-end giving statements, monitoring the use of an office credit card, communicating with the bookkeeper.

Performs other duties of a similar nature and level as assigned.

TRAINING AND EXPERIENCE:

High School Diploma or GED, and up to five (5) years of clerical support experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

LICENSING/CERTIFICATIONS:

- None.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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KNOWLEDGE OF:

- Customer service principles;
- Office support procedures and methods;
- Organizational management;
- Meeting rules and etiquette;
- Scheduling;
- Basic filing and recordkeeping principles;
- Basic office equipment maintenance procedures;
- English language, grammar, and punctuation;
- Computers and related software applications.

SKILL IN:

- Providing customer service;
- Processing information utilizing established procedures;
- Utilizing modern office equipment;
- Maintaining records and files;
- Monitoring individual work;
- Preparing records, logs, meeting minutes, and correspondence;
- Operating a computer and related software applications; copy machine; phone
- Utilizing communication and interpersonal skills as applied to interaction with staff members, the general public and others to sufficiently exchange or convey information and to receive work direction.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the church. This position holds regular office hours during the workday. Some days can be flexible depending on the efficiency of the employee. This is an hourly position. The minimum / maximum hrs. for this position are 10-15 hrs/week at \$20-25/hr DOE.

TO APPLY:

- Email your cover letter, professional resume, and other requested items to ephfirst@gmail.com. Please include contact information for professional and character references.
- ***Personal Statement of Faith:*** Applicants are required to submit a short (no more than one-page) paper demonstrating their growth in grace, in Christian integrity, and commitment to the mission of Jesus Christ.
- Please email the church office (ephfirst@gmail.com) to request a detailed job description.
- The applicant will receive a Washington State Patrol background check before employment begins.